



MEMORANDUM

TO: [name], Budget Officer
[name of Target Agency]

FROM: Austin Matthews, Chief Financial Officer
VITA

A handwritten signature in black ink, appearing to read 'AM'.

DATE: xxxxxx

RE: Transfer of Personnel to VITA

Using the Form 27 Automated Transaction System (FATS), please prepare your agency's Form 27A to transfer your designated employee position(s) to VITA. Corresponding to your action, VITA will submit a "receiving" Form 27A to reflect its side of the transaction. Following that, the Department of Planning and Budget (DPB) will cross-reference your Form 27A to the Form 27A submitted by VITA.

Provide on the Form 27 A a transaction brief that explains the requested action, including information that this transaction is a legislatively mandated transfer. Only one transaction brief is required for any group of requests that are part of a single transfer adjustment. The transaction brief could be worded as follows:

This transaction request is to transfer the following position(s) to the Virginia Information Technologies Agency (VITA).

[drop in the agency's position #(s) and name(s) here]

This action is consistent with the provisions of Chapter 981 and 1021, Acts of Assembly of 2003. The Director, Department of Planning and Budget, is authorized to transfer general and nongeneral fund positions identified by the Secretary of Technology in the Executive Department agencies, other than institutions of higher education, as technology-related positions transferable to the Virginia Information Technologies Agency.

For additional information about the form 27A, please contact your DPB representative. For any questions about the VITA transaction, please contact [to be determined].